

# **Archives Digitization & Clerical Assistant**

**University of British Columbia - Library, University Archives**

## **Job Type**

Paid (Part-time) (29 hrs/wk or less)

## **Overview**

The Archival Digitization Student Assistant will be working with the University Archives, which serves as UBC's corporate memory by identifying, preserving and making available for use the University's valuable text, photo and audio-visual archival materials. The Archives also coordinates the University-wide records management program which supports various departments by preserving evidence of past decisions and events; serves in a public relations capacity by disseminating information about UBC's history; and supports academic research through the provision of reference services and specialized research tools.

## **Duties**

The student will be primarily responsible for carrying out various small-scale digitization projects, involving archival materials in a variety of formats housed in the University Archives. This will involve:

- Capturing the original analog source material and the editing of the electronic surrogate. We anticipate that projects will include textual and photographic material as well as audio and video recordings;
- Editing the new electronic copy of the digitized object;
- Participating in the development and entry of associated descriptive metadata (descriptive cataloguing);
- Determining the best way to carry-out assigned projects and managing timelines and project deadlines.

In addition to the digitization activities the student may participate in basic arrangement and description of archival material, will carry out some clerical tasks associated with the operation of the University Archives, and may have opportunities to participate in other related projects.

## **Supervision**

Supervision for the position will be provided by Archives' support staff while archivists in the unit will provide supervision and support for the development of the associated metadata. After receiving training it is anticipated that the student will be able to carry out these projects as assigned in a fairly independent manner. The student will be largely responsible for determining and reporting back as to how best to carry out the project and estimating the time necessary to complete the tasks.

## **Impact on the Unit**

One of University Archives' primary goals is to continue to add to the volume of Archives' unique online historical content. For the past several years, University Archives has put considerable efforts into digitizing a significant portion of the records that chronicle the history of UBC in order to make them more fully accessible to users via the Internet. The digitization projects undertaken by the student will make important contributions towards achieving our goal

of creating enhanced online access to the various holdings of the University Archives in all formats, for students, faculty, researchers and community members.

**Qualifications**

Applicants will ideally be enrolled in a graduate library or archival studies program or an undergraduate with interest in pursuing studies in the digitization field. Previous experience with document scanning, file editing and PDF creation a definite asset as is experience with a variety of computer operating systems and software packages. Preferred candidates would ideally have some previous experience working in an archival or library setting. They should be very detailed oriented and able to work both independently and as part of a team.

**Faculty/VP**

VP Academic & Provost

**UBC Department**

Library - University Archives

**Hours Per Week**

10

**Job Location**

Vancouver, British Columbia, Canada

**Salary / Wage**

16.16

**Preferred Degrees/Disciplines**

Library, Archival & Information Studies

**Additional Documents (preferred)**

Cover Letter

**Anticipated Start Date**

May 1, 2023

**Experience Level**

Current Students in a Masters Program

**Supervisor**

Erwin Wodarczak

**Salary Type**

Hourly

**Is this position paid or unpaid?**

Paid

**Organization Type**

UBC Faculty, Department, Unit or Student Group

**Contributions to University Community & Student Learning Components**

Archives staff will provide a full orientation to the overall operation of the University Archives and will also offer specific training for digitization activities and clerical assignments. Feedback and on-going support will be offered by both support staff as well as professionals in the unit.

The student will be encouraged to provide input into the processes in which they are involved.

As part of this opportunity the student will gain practical experience associated with the creation and editing of new digital content in a variety of formats and an appreciation for the development and application of clear and consistent metadata to facilitate retrieval. They will also develop an appreciation for the need to be detailed oriented and also the importance of being part of a team.

**Important Dates**

Posted On: Mar 13, 2023

Application Deadline: Mar 26, 2023